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January 9, 2008

## MEMORANDUM

From:   
MSTCM Whipple

To: Combined Enlisted Workforce

Subj: COMBINED ENLISTED WORKFORCE TRAINING PROGRAM

Ref: Sector Delaware Bay Prevention/Response Combined Enlisted Workforce,  
SECDEL BAYINST 5530.1

Introduction. The Combined Enlisted Workforce Training Program is designed to support mission readiness and ensure excellence in mission prosecution by sustaining a highly-qualified and knowledgeable cadre of marine safety professionals. Additionally, training designed to build qualifications in Marine Safety and Security, Environmental Protection, and Waterways Management will support individual professional development.

1. Training Pattern. The combined enlisted workforce will convene for training at 0800 twice each week. Port State Control topics will be delivered on Tuesdays, while Facility & Container Inspections and Marine All-Hazards Response topics alternate on Thursdays. Generally, training sessions should not exceed 30 minutes in duration.

2. Training Assignments and Schedule. Instructor assignments, dates, and topics to be delivered in the first quarter of 2008 are contained in Enclosure (1). Responsibility for the submission of training topics, instructor assignments, and the drafting of quarterly schedules shall reside with the training supervisors. Consecutive training schedules should be completed and released no less than 30 days prior to the end of each quarter.

3. Instructors. Instructors are responsible for the following:

- a). Development of assigned training presentations, pursuit of any research required to ensure that information delivered is accurate and current, validation of existing presentations to be used for refresher training, and production of any related handouts. When appropriate, instructors should consider including exhibits of equipment and other materials provided that it is practical and safe to do so. At a minimum, training presentations shall include the following organizational elements: Title/Objectives/References/PQS Items/Body/Summary.

*Note: Terms and definitions are optional, but may be required at reviewer's discretion. There is no prescribed format for the organization of information, use of colors and available styles, as well as the use of graphic elements such as diagrams, drawings, photographs, and video clips. Instructors are limited only by their imagination and technical prowess in the development of their presentations; humorous and/or intriguing text or imagery for the purposes of icebreaking and intellectual stimulation are encouraged, however, all elements of the presentation shall conform to Coast Guard professional standards.*

### 3. Instructor Responsibilities (continued)

b). Not less than five business days prior to the scheduled training delivery date, instructors shall submit their presentations and any related training materials to their training supervisor for review and approval. If an instructor prepares training centered on a topic representing the mission of a branch to which they are not currently assigned, then the training supervisor of that branch should be consulted early in the process and included in the review phase.

c). Arrangements for training space and audiovisual support. Generally, the wardroom is made available for training per para. 2, above, but the multipurpose room or other adequate space may also be used. Not less than five business days prior to the training date, instructors shall contact the command secretary to verify availability and seek alternate space if needed.

d). Deliver training at the appointed date and time. Instructors are encouraged to seek constructive criticism from their students by distributing copies of the Student Feedback Form (Enclosure 2).

4. Training Supervisors. The senior enlisted supervisor assigned to each branch is designated as the training supervisor for the marine safety disciplines germane to that work group. Training Supervisors shall:

a). Identify training topics required to support their branches and determine the scope of training necessary to fulfill qualification objectives.

b). Assign instructors to deliver scheduled topics.

c). Monitor the development of training presentations and assist instructors as needed.

d). Ensure that training preparations are completed in a timely manner.

e). Ensure that all available personnel attend training.

f). Execute training entries in the Training Management Tool (TMT) and/or local training records as appropriate.

Conclusion. All members of the Combined Enlisted Workforce bear responsibility for training as both instructor and student. Fully-developed, well-organized, and efficiently-delivered training increases technical proficiency, improves teamwork, and enhances mission readiness and performance. It can also prevent mission failure, damage to property, and personal injury or worse. To be successful in the safe and competent prosecution of our vital Coast Guard missions all members of the workforce must assume an active role in training.

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Enclosures: (1) Training Schedule, Q1/2008  
(2) Presentation Evaluation Form